

Opening Date:	June 12, 2014	Closing Date:	June 26, 2014
Job Title:	Constable	Position Type:	Regular Full Time
PIN:	000594	FLSA Status:	Non-Exempt
Location:	District 8, Baltimore County Catonsville, Maryland	DBM Grade/Salary:	13/1 \$35,840
		Financial Disclosure:	No

Regular state employees subject to promotion/demotion policy

Essential Functions: A District Court Constable is the full performance level of work in the service and execution of civil processes issued by the District Court of Maryland such as: subpoenas, summonses, replevins, landlord complaints, wage and property attachments, and warrants of restitution by evicting tenants from leased premises. Posts and serves Failure to Pay Rent notices. Files and sorts distributed work. Processes summonses, court orders, and prepares daily reports. Work involves traveling throughout the state in all types of weather, and evicting or serving legal papers on individuals who may be hostile and become violent. Performs other related duties as assigned. **May be required to work evenings and weekends.**

Education: High school diploma or GED.

Preferred Experience: Previous law enforcement or court experience. Service of summonses, subpoenas, show cause orders, or other legal or court papers, as well as experience in report writing and completing and maintaining accurate activity and mileage records. Must have the ability to control volatile situations and keep a calm demeanor.

Skill/Abilities: Knowledge of civil process to properly serve and explain papers; Ability to schedule work; Knowledge of resources available to help perform job duties; Ability to professionally communicate with the public; Ability to lead executing warrants of restitution in order to keep eviction process legal and operating smoothly; Ability to seek assistance when needed; Ability to travel throughout Baltimore County region; Ability to exercise independent judgement; Ability to exercise tact under pressure or in difficult situations with the public and diffuse situations in which parties may be hostile and in conflict with each other; Ability to recognize dangerous situations; Ability to prioritize and efficiently schedule work and meet deadlines; Ability to walk and drive in all types of weather; Ability to walk several miles a day; Ability to prepare written reports and to follow written and oral directions; Must possess a valid driver's license; Ability to perform all functions of the job description

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. The candidate selected for this position will be subject to a background check and a complete application is due at time of interview. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address. We do not accept faxed copies.

Maryland Judiciary
Human Resources Department
580 Taylor Ave. ,Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States Citizens or eligible to work in the United States.